1. Incident Name Gold King Mine Release	2. Operational Period (Date/Time) From: 08/08/15 0800hrs To: 08/10/15 0800hrs		DAILY MEETING SCHEDULE ICS 230-CG

3. Meeting Schedule (Commonly-held meetings are included)				
Date/ Time	Meeting Name	Purpose	Attendees	Location
0800 hrs	**EOC Meeting**	Review/ identify daily objectives/priorities for the REOC.	REOC staff	Yellowstone
0830 hrs	**OPS Call** 866.299.9141 Code-51726701	Status update/assess field needs.	REOC staff/Mgmt	Yellowstone
1030 hrs	**R8/R6/R9/HQ Call** & [Nonresponsive Conference Code] Code-[Nonresponsive Conference Code]	Discuss Regional response status, priorities and resources.	R8/6/9 Removal Managers, Gina C., RESL, SITL	Yellowstone
1300 hrs	**Pre-HQ call** (Mgt has number)	Prepare for 1400 hrs call.	Executive Leadership, Gina	Yellowstone
1400 hrs	**HQ/SLT Call** (Mgt has number)	Discuss project status and resource needs.	Executive Leadership, Gina	Yellowstone
1500 hrs	**Media Call** & [Nonresponsive Conference Code] Code-[Nonresponsive Conference Code]	Discuss media needs.	Regional PIOs	Unknown
1600 hrs	**Congressional Call**	Discuss Communication Strategies w/officials.	Ostrander, PIO, Liaison	Yellowstone
1730 hrs	**OPS Call** & [Nonresponsive Conference Code] Code-[Nonresponsive Conference Code]	Status update/assess field needs.	REOC Staff/Mgmt	Yellowstone

4. Prepared by: (Planning Section Chief) Joni Sandoval	Date/Time 08/08/15 12:30 hrs

DAILY MEETING SCHEDULE	ICS 230-CG (Rev.07/04)

DAILY MEETING SCHEDULE (ICS 230-CG)

Purpose. The Daily Meeting Schedule records information about the daily scheduled meeting activities.

Preparation. This form is prepared by the Situation Unit Leader and coordinated through the Unified Command for each operational period or as needed. Commonly-held meetings are already included in the form. Additional meetings, as needed, can be entered onto the form in the spaces provided. Time and location for each meeting must be entered. If any of these standard meetings are not scheduled, they should be crossed out on the form.

Distribution. After coordination with the Unified Command, the Situation Unit Leader will duplicate the schedule and post a copy at the Situation Status Board and distribute to the Command Staff, Section Chiefs, and appropriate Unit Leaders. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Meeting Schedule	For each scheduled meeting, enter the date/time, meeting name, purpose, attendees, and location. Note: Commonly-held meetings are included in the form. Additional meetings, as needed, can be entered onto the form in the spaces provided. Time and location for each meeting must be entered. If any of the standard meetings are not scheduled, they should be deleted from the form (normally the Situation Unit Leader).
4.	Prepared By	Enter name and title of the person preparing the form, normally the Situation Unit Leader.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).